

# Mark Kirk

U.S. Senator for Illinois

## Senator Mark Kirk Internship Application



## **Application Check List**

- ☐ Internship Application (page 3)
- ☐ Washington, D.C. Question and Answer (page 4)
- ☐ Recommendation form completed by two non-family references (page 5)  
**Letters of recommendation are still accepted in lieu of the recommendation form**
- ☐ Current Resume
- ☐ Cover Letter or Writing Sample (writing samples should be no more than 2 pages)

# Mark Kirk

U.S. Senator for Illinois

## Internship Application: Washington, D.C. and Illinois State Offices

(PLEASE PRINT CLEARLY)

Office Applying For (Circle One): Washington, D.C. Chicago Springfield

Session Applying For (Circle One): Winter 2012 Spring 2013 Summer 2013 Summer I Summer II

\*Winter Session: Dec. 1 – Feb. 28 \*Spring Session: March 1 – May 31 (DC), January 3 – May 31 (Chicago)

\*Summer Session I: June 1 – July 15 \*Summer Session II: July 16 – August 31

### Personal Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Current or School Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Cell and Home Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of Parent(s): \_\_\_\_\_

### Education

Current College or University: \_\_\_\_\_

Major: \_\_\_\_\_ Expected Graduation: \_\_\_\_\_ Current G.P.A.: \_\_\_\_\_

Extra curricular activities, honors or awards: \_\_\_\_\_

### Availability

I understand that I am applying for an unpaid internship. I will be available to work \_\_\_\_\_ hours per week.

\*Students receiving educational credit should check with their educational institutions for requirements\*

\*It is preferable to be able to work at least 3 full days per week\*

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

I certify that the statements on this form and material are true to the best of my knowledge. I understand that knowing and willingly making false statements will result in me being rejected from the internship program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



\*This page is to ONLY be completed by applicants applying for a Washington, D.C. position. \*

Interns are placed with legislative assistants to help ascertain a better understanding of legislative issues. Please select three legislative areas of interest to you and explain why below:

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An internship on Capitol Hill is an excellent way for college students to learn first hand how the legislative branch of the federal government operates, while gaining critical job training skills in a fast-paced, exciting work environment. Please explain how this internship will help you with your future career goals.

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## Internship Recommendation Form

(PLEASE PRINT CLEARLY)

Applicant's Name: \_\_\_\_\_ Your Name: \_\_\_\_\_

How long have you known the applicant: \_\_\_\_\_

Are you related to the applicant: \_\_\_\_\_ If so, how: \_\_\_\_\_

In what capacity have you known the applicant: \_\_\_\_\_

☐ I do not waive my right of access this recommendation

☐ I waive my right of access to this recommendation

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

**Please fill out the form based on the characteristics you have observed in comparison to other students you have taught or employees you supervised.**

	Below Average	Average	Above Average	Superior
Demonstrates critical thinking and analytical skills	_____	_____	_____	_____
Organizational skills	_____	_____	_____	_____
Writing skills	_____	_____	_____	_____
Ability to adapt to new challenges	_____	_____	_____	_____
Works well with others in a team setting	_____	_____	_____	_____
Works well under pressure	_____	_____	_____	_____

Please describe your interactions with the applicant.

Interns are sometimes asked to research and write information on upcoming legislation. Please describe a time when you witnessed the applicant excel on a project similar in nature.

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Interns are paired with legislative assistants in issue areas that they have chosen and often work directly with them to gain a better understanding of the issue. Please comment on the applicant's ability to interact with others in a group situation.

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Please affix any letters of support or other documents to this form.

Recommender Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_ Organization: \_\_\_\_\_

To be considered complete, ALL application materials must be submitted. For Washington, D.C. applicants, please note that, due to security procedures, applications submitted by mail may take up to four weeks to arrive.

For Washington, D.C. positions please return the form to our Intern Coordinator

524 Hart Senate Office Building, Washington D.C. 20510 P: (202) 224-2854 F: (202) 228-4611

Email: [internship@kirk.senate.gov](mailto:internship@kirk.senate.gov)

For Chicago and Springfield IL positions please return this form to our Intern Coordinator

230 S. Dearborn, Suite 3900, Chicago, IL 60604 P: (312) 886-3506 F: (312) 886-2117